



Office of Revenue

Contact Info



Department of Finance
Office of Revenue
55 Trinity Avenue, SW
Suite 1350
Atlanta, Georgia 30303

For assistance, please use one of the options below:

ATL311

NON-EMERGENCY CITY SERVICES

Visiting the ATL311 Portal at



<https://www.atl311.com/311>

Enter "business license" in the search field and hit enter to view articles relevant to your concern and to submit requests.

Visiting our social media @ATL311



(404) 546-0311

Business License

How do I apply?

Where's My License

What is the process?

FAQ

frequently

asked questions

DON'T FORGET!

GENERAL BUSINESS LICENSE RENEWAL SEASON IS COMING

ANNUAL GENERAL BUSINESS LICENSE DEADLINES:

Current License expires: December 31

Renewal begins: January 2, 2023

Renewal ends: February 15

Payment deadline: April 1



Failure to renew your general business license by February 15 will result in a \$500 failure to file fee. Failure to pay by April 1 will result in a 10% failure to pay fee. Unpaid balances accrue a monthly interest fee of 1.5%.



Office of Revenue

ONLINE PORTAL INFORMATION



ATLCORE
BUSINESS LICENSING & PERMITTING PORTAL

Q

What is ATLCORE Business Licensing and Permitting Portal?

A

[ATLCORE BUSINESS LICENSING AND PERMITTING PORTAL](#)

is a new online portal that allows applicants to apply for new applications, complete the renewal process for existing licenses and permits, pay associated fees, and print the business and alcohol licenses. The available applications include Alcohol Licenses, General Business License, Special Events, Professionals, Financial Institutions, and Insurance Accounts.



Q

How will customers access ATLCORE Business Licensing and Permitting Portal?

A

Applicants are required to “Register” for an account on ATLCORE Business Licensing and Permitting Portal using a valid email address and creating a personalized, secure password. The valid email address must be the previous email address used to establish your business license. Once the account is created, the customer can log into ATLCORE Business Licensing and Permitting Portal and perform transactions such as applying for a license or permit, pay invoices, check the status of their application, and update their ATLCORE Business Licensing and Permitting Portal account information. Complete instructions and Guides on how to register for a new account with the ATLCORE Business Licensing and Permitting Portal are available at <https://www.atlantaga.gov/government/departments/finance/revenue>.



Q

What if I don't know my email address or don't see my account information?

A

If you need assistance with linking your new email, or you do not remember the email address on file and it needs to be updated, please submit a case to ATL311 or call ATL311 at 404-546-0311.

Q

Can Business Partners or Joint Owners have access to the same license record?

A

Yes, ATLCORE Business Licensing and Permitting Portal will allow applicants to add multiple contacts to the license record. Once those contacts register for an ATLCORE Business Licensing and Permitting Portal online account, the license records will be visible to each contact on the account.



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ONLINE PORTAL INFORMATION

Q Would applicants be required to have a separate account for each business they own in ATLCORE Business Licensing and Permitting Portal?

A No, applicants can use one registered ATLCORE Business Licensing and Permitting Portal account to manage multiple businesses and their associated licenses and permits.

Q What licenses and permits are available to apply on the ATLCORE Business Licensing and Permitting Portal?

Business License	Professional License Types		
General Business License	Professionals	Tattoo Artist	Door-to-Door Person
Going out of Business	Adult Entertainer	Vehicle Immobilization	Assistant Vendor
Business License Requests	Bondsperson	Sight Seeing Operator	Attorney

Regulatory Permit Types		
Alcohol License	Car Wash	Gymnasium
Bonding Company	Bowling Alley	Labor Pool
Door-to-Door Company	Game Room	Hotel/Motel
Tattoo Parlor	Dance Hall	Rooming House
Vehicle Immobilization Company	Shooting Gallery	Massage Establishment
Sight Seeing Company	Fortune Teller	Pawn/Precious Metal
Vendor	Commercial Recreation	Theater



Technical issues or questions about ATL311 Business Licensing and Permitting Portal?

Please submit a case to ATL311 on all social media platforms @ATL311 or call ATL311 at 404-546-0311.

ATL311



Office of Revenue

RENEWING AN EXISTING LICENSE

Q

What does it mean to renew my business license?

Renewing a business license requires that a business provide: (1) Prior year gross revenues; (2) Number of employees, (3) Notarized SAVE/E-Verify affidavits (if applicable) and; (4) Applicant's government issued photo ID.

All customers must register and have an active account with the ATLCORE Business Licensing and Permitting Portal. Once you successfully submit your renewal application via the ATLCORE Business Licensing and Permitting Portal, the Office of Revenue will review your online submission and prepare your invoice. You will receive an email notification informing of your invoice. After your invoice payment is received, you will be able to print your new license!

Q

May I renew my business license by mail?

All applications must be submitted using our online ATLCORE Business Licensing and Permitting Portal. Please click [here](#) to receive instructions on how to register for a new account with the ATLCORE Business Licensing and Permitting Portal.



Q

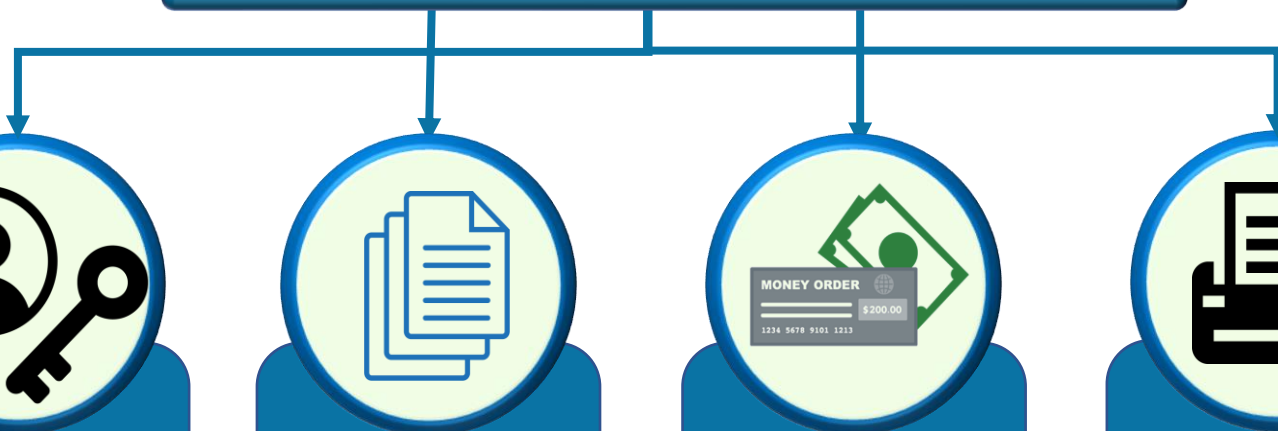
What if I did not renew my 2022 license?

Your application is considered a multi-year. You will be unable to complete your 2023 renewal until you have submitted your 2022 renewal application and uploaded your federal and state tax returns for 2022.

Q

What is the process for renewing my license online?

RENEWAL PROCESS



Set up an account. If you already have an account just log in.

Select the desired license to renew and submit any required documents

Pay Invoices for any applicable fees.

Print the Business License from the comfort of your home or business.



Office of Revenue

APPLYING FOR A NEW LICENSE

Q How do I determine if my business is in the City of Atlanta?

Access the following site and search using your business address.

<https://coaplangis.maps.arcgis.com/apps/instant/lookup/index.html?appid=f1ed5cf2d3d9475496e102e64325a9ce>

Q What do I need to register a new business?

First, register for a new account via ATL CORE Business Licensing and Permitting Portal.

- Government issued photo identification
- Articles of Incorporation, if your business has been incorporated
- Notarized E-Verify Affidavit
- Federal Tax Identification Number or Social Security Number
- \$75.00 Registration Fee
- \$50.00 Zoning Review Fee

* A regulatory permit may be required, depending on the nature of your business.

Q Do we still have to go to Zoning to complete the Zoning Address Approval Process?

Applicants are not required to physically visit Zoning. The request for Zoning Approvals will be sent to Zoning and processed internally. Once the results of the Zoning Approval activities have been completed, the results will be sent to the Office of Revenue for internal review. The \$50 Zoning Fee will be collected when you submit application request, along with any applicable registration/application fee.

Q Can applicants include attachments with their application submission?

Yes, all required documents will need to be uploaded and attached to the online application prior to submitting the application.

Q Can an Attorney complete an application on behalf of their Client?

Yes, when completing the application, the Attorney can label their contact information as the "Attorney" and add their Client's contact information as "Business Owner" or "Agent", whichever is applicable.

Q When will I receive my license?

Once you successfully complete your license application and upload required documents (Save, E-Verify & gov't issued ID) and obtain permits if applicable, the Office of Revenue will prepare and email your occupational tax invoice. Upon payment of your invoice, you will be able to print your new license!

Q I have multiple businesses located within the City of Atlanta. Do I pay a registration fee for each?

Yes: each business location must be registered and all applicable fees paid.

Q What if I have technical issues or questions about ATL CORE Business Licensing and Permitting Portal?

Please submit a case to ATL311 on all social media platforms @ATL311 or call ATL311 at 404-546-0311.

ATL311



Office of Revenue

APPLYING FOR A NEW LICENSE

Q

May I register my new business by mail?

A

All applications must be submitted using our ATLCORE Business Licensing and Permitting Portal.

Q

What if I made a mistake reporting my estimated gross revenue?

A

An amendment application must be submitted using our online ATLCORE Business Licensing and Permitting Portal. Once you access the portal, select Apply and choose Business License Requests-Amendment. An application must be completed for each year you wish to amend. Please indicate your gross receipts and number of employees. You must submit the Georgia and Federal tax returns for all applicable year(s).

Q

Where do I get my Tax Identification Number?

A

Visit the State of Georgia, Department of Revenue's website for your State Tax Identification Number and fill out the State Tax Registration Form. Visit the Internal Revenue Service website for your Federal Tax Identification Number.

Q

What is my business tax based on?

A

Your tax is based upon the gross receipts, number of employees and type of business (NAICS code).

Businesses located in the City of Atlanta are taxed on statewide receipts. Businesses located outside Georgia are taxed on receipts generated in the City of Atlanta, only.

Q

My business is in Georgia, but not in Atlanta; do I need a Business Tax Certificate to operate in Atlanta?

A

Current state law mandates that you register your business in the municipality or jurisdiction where it is located. This registration allows your business to operate statewide. (Businesses located outside Georgia must register in each municipality or jurisdiction where they have a business location.)

Q

I changed the name of my business and/or location during the past year. How can I update my Business Tax Certificate (Business License)?

A

It is important to notify the Business Tax Division as soon as possible, when adding or changing any business names or locations. There is no fee to change your business name. However, location changes within the city limits of Atlanta requires a request for zoning approval which is assessed a \$50.00 Zoning Review Fee. If you need to make a change to your business name, then please submit the Business Name Change request via the ATLCORE Business Licensing and Permitting Portal by selecting Apply and choosing Business Name Change Request.

Q

My business ownership status has changed (became a corporation, changed from partnership to sole proprietorship, etc.); do I need to contact your office?

A

Yes: a Business Tax Final Close Form must be completed (to close the business under the former ownership structure) and email the completed form to revenuecompliance@atlantaga.gov.



Office of Revenue

APPLYING FOR A NEW LICENSE



What is the process to apply for a new license online?

All applications must be submitted using our ATLCORE Business Licensing and Permitting Portal.



STEP 1 : REGISTER ONLINE

Set up an account. If you already have an account just log in.



STEP 2 : SELECT APPLICATION TYPE

Select the desired application, upload required documents, and submit.



STEP 3 : ZONING REVIEW

Application will be forwarded to Zoning Department for review.



STEP 4 : PAY APPLICABLE FEES

Pay Invoices for any applicable fees.



STEP 5 : PRINT LICENSE

Once all requirements are met the business license will be ready to print from the comfort of your home or business.

SAVE AFFIDAVIT

**AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT
PURSUANT TO O.C.G.A. § 50-36-1(E)(2)
SUBMITTED TO DEPARTMENT OF FINANCE - OFFICE OF REVENUE**

By executing this affidavit under oath, as an applicant for an **Occupational Tax Certificate** [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from the City of Atlanta, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

Please see link for acceptable forms of identification: <http://law.ga.gov/immigration-reports>

2) _____ I am a legal permanent resident of the United States. **

Please see link for acceptable forms of identification: <http://law.ga.gov/immigration-reports>

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality

Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **

Please see link for acceptable forms of identification: <http://law.ga.gov/immigration-reports>

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

_____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (City), _____ (State).

Signature of Applicant

Date

Printed Name of Applicant

Name of Business

Business License Acct No.

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE ____ DAY OF _____, 20__.

NOTARY PUBLIC /SEAL

My Commission
Expires: _____

E-VERIFY AFFIDAVIT

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1.

Please check only one:

Business License Account No. _____

- (A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.
- (B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If the employer selected Section 1(A), please fill out Section 2 below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number
(Also called E-verify#, usually 4-7 digits)

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 202__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 202__.

NOTARY PUBLIC

My Commission Expires: _____

¹To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.